

Building the Right Resume

The purpose of a resume (pronounced rez'-oo-may) is to win you an interview—not to tell everything about you. It needs to give the essential, basic information about why the employer should be interested in you for the specific job you are trying for. To do that it needs to present you in an eye-catching, efficient way that emphasizes your best qualities. It must be brief—busy employers will not read a long resume.

There are two basic types of resumes—the REVERSE CHRONOLOGICAL resume, and the FUNCTIONAL resume. Your first task is to decide which of these two types you want to use for your job search:

REVERSE CHRONOLOGICAL

- emphasizes your work history
- lists employment dates in reverse
- tells job title, employer, job duties
- for someone who has progressed up a particular career path and is looking for advancement in the same field
- you have recent job experience

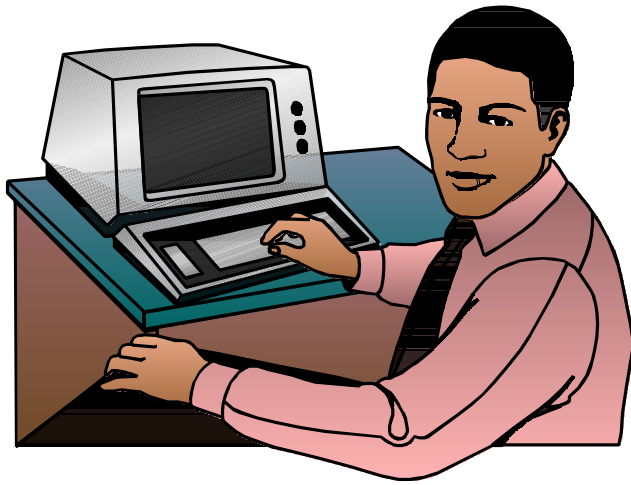
FUNCTIONAL

- emphasizes skills, abilities and accomplishments that relate to the job you want
- best if you have gaps in your work history
- if you're changing to a different career
- you are a veteran and want to relate your military training to civilian jobs

Regardless of which type of resume you use, you first need to know (and write down) two types of information to prepare for writing a resume:

1. Self information. Your talents, education, career goals, background and experience (job or non-job related), and any previous employment information (name, address & phone of employer, supervisor's name, dates you worked there).
2. Job Information. Job duties for jobs you've held; education and experience required (so you can match your skills and education to that required for the job); hours/shifts you worked, and what you were paid.

There are many books and other resources on how to write a resume. Many are available in your local Department of Workforce Services Employment Center's Job Connection Room. Read the pamphlet, *Tips for Finding the Right Job*. Using a self-help computer, you can click on the Resume icon to get into the **WinWay** program, which will walk you step-by-step through creating your resume. You can change it, create several different resumes and print them out all on your own at the computer. Written instructions should be provided at the computer desk and a staff member can help you with any problems you have.



Be sure to use action verbs and “buzzwords” that relate to your skills. A list of these is on the **WinWay** program, and in the pamphlet. In addition, you can create a resume (and cover letter) using the **Choices** program on the computer also. This resume can then be directly posted to the Internet using the link **Choices** has with America’s Talent Bank.

Resume Building Tips

- Plan first. You should spend three times as much time preparing and planning as you will typing.
- Start with an employment objective, and make it specific.
- Focus on the employer’s needs, not yours.
- Type your resume on quality white bond paper, size 8 ½ “ by 11”.
- Leave out irrelevant information (age, weight, height, marital status, etc.).
- Don’t list any salary/wage information.
- Center or justify all headings—use bold type if possible.
- Don’t use abbreviations.
- Be positive. Identify and emphasize your accomplishments
- Use action verbs.
- Be concise and specific. Keep it short—one page is best.
- Read it pretending you are the targeted employer. Revise it, if necessary, to target it specifically to what that employer needs to know.
- Proofread carefully. Correct all spelling, grammar and punctuation errors. Have someone else proofread it after you have.
- Inspect it for any smudges, marks or other flaws. Make sure it *looks* good.

Note: An electronic resume needs to be formatted differently from a traditional printed resume.

